



PERSONNEL SERVICES BUREAU
555 WRIGHT WAY
CARSON CITY, NV 89711
(775) 684-4694

CIVILIAN, SENSITIVE APPLICANT
BACKGROUND INVESTIGATION PROCEDURES

Dear Applicant:

Having successfully completed the initial application/testing required for a civilian position within the Nevada Department of Public Safety, you now advance to the next phase of our selection process; the Background Investigation.

The Nevada Department of Public Safety seeks to employ only those individuals who are most qualified. Towards this effort, we insist upon impeccable moral character, uncompromising integrity, and the possession of certain attributes common to all successful applicants.

We have identified those attributes, or job dimensions, which must be met before an applicant may be appointed to a position within our Department. The job dimensions for the position for which you have applied are:

1. **Communication Skills**
2. **Problem Solving Ability**
3. **Learning Ability**
4. **Judgement And Performance Under Pressure**
5. **Observational Skills**
6. **Interest In People**
7. **Interpersonal Sensitivity**
8. **Desire For Self Improvement**
9. **Dependability**
10. **Integrity/Honesty**

In an effort to determine your ability to meet these job dimensions, an extensive background investigation will be conducted. This background investigation will verify the information that you provide in the Personal History Statement. **Be thorough and accurate in the completion of the Personal History Statement; omissions, inaccuracies and/or incomplete information may be cause for rejection from the application process.**

Pursuant to NAC 284.718 and NAC 284.726, confidentiality is imperative. Therefore, the findings of the background investigation will only be used to determine your suitability for placement within the Department. Should an offer of employment be accepted, the background investigation will be added to the employee's personnel file. This file, in its entirety, may be reviewed by management for personnel related issues at any time such an action is deemed necessary.

The information provided by you, obtained from third party sources (references, employers, co-workers, etc.), or discovered during the investigation will not be released to other persons or agencies unless they present this Department with a signed, notarized release from you. In addition, information we obtain from third party subjects during the course of the investigation will not be released to you at any time.

An exception to this confidentiality exists: if it is discovered that you are currently involved in a criminal activity or have committed an undiscovered felony, the law enforcement agency having jurisdiction will be notified.

Enclosed with this correspondence you will find:

1. Pre-Employment Waiver and Liability Release form
2. Personal History Statement
3. Required Document List
4. Two (2) Fingerprint Cards

Complete and return **all** of these documents within two weeks of the date that you receive them (or the date specified during your initial testing) to the Nevada Department of Public Safety, Personnel Services Bureau, 555 Wright Way, Carson City, NV 89711.

Sincerely,

Personnel Officer's Signature

Printed Name

Date